



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL
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TO: Prospective Applicants

FROM: The Criminal Justice Council Victims Advisory Committee

DATE: July 1, 2008

SUBJECT: Request for Proposal FY07 Victims of Crime Act ("VOCA")
Assistance Program to Provide Services to Elderly Victims in
Public Housing

The Delaware Criminal Justice Council (hereinafter the "CJC") is seeking proposals to provide services to elderly victims of crime residing in housing developments in New Castle County, financed or owner/operated by a Public Housing Authority ("PHA") in Delaware. This program will receive funding under the FY2007 Victims of Crime Act ("VOCA") Assistance formula grant program (the "Program"). The United States Department of Justice, Office for Victims of Crime is charged with administering this Program, in conjunction with State agencies like the CJC. The Program is designed to provide funding to state and local units of government, non-profit organizations, and communities for direct services to victims of violent crime.

Through this solicitation, it is the goal of the Victims Advisory Committee (the "VAC") of the CJC to enhance the capacity of practitioners to respond effectively to elderly crime victims' needs and rights by providing services which are designed specifically to address the needs of this population, in an easily accessible and familiar environment.

Programs funded under the VOCA-Assistance Grant Program address the needs of victims of domestic violence, sexual assault, child abuse, and underserved victims of either adult or juvenile offenders **may include, but are not limited to**, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse. Applicants should be prepared to respond to the needs of the elderly victims of the aforementioned crimes.

Abuse and neglect of older adults includes many types of adverse actions affecting the physical health, mental health and financial/economic well being of individuals living independently in the community. Abuse and neglect of the elderly may be instigated by family members, friends, acquaintances strangers, and by businessmen and/or professionals. Elder abuse can affect individuals of all ethnic backgrounds and social status; and can affect both men and women 60 years of age, or older.

According to the National Center on Elder Abuse, elder abuse is a “term referring to any knowing, intentional, or negligent act by a caregiver or any other person that causes harm or a serious risk of harm to a vulnerable adult. Broadly defined, elder abuse may include the following types of victimization:

- **Physical Abuse** - Inflicting, or threatening to inflict, physical pain or injury on a vulnerable elder, or depriving them of a basic need. Physical abuse may include but is not limited to such acts of violence as striking (with or without an object), hitting, beating, pushing, shoving, shaking, slapping, kicking, pinching, and burning. Can also include forms of excessive restraint, and inappropriate use of inappropriate use of drugs
- **Emotional Abuse** - Inflicting mental pain, anguish, or distress on an elder person through verbal or nonverbal acts. Verbal abuse may include verbal assaults, insults, threats, intimidation, humiliation, and harassment. Non-verbal abuse may include enforced isolation from family or friends.
- **Sexual Abuse** - Non-consensual sexual contact of any kind. Sexual contact with any person incapable of giving consent is also considered sexual abuse.
- **Exploitation** - Illegal taking, misuse, or concealment of funds, property, or assets of a vulnerable elder. This may include cashing an elderly person's checks without authorization or permission; forging an older person's signature; misusing or stealing an older person's money or possessions; coercing or deceiving an older person into signing any document (e.g., contracts or will); and the improper use of guardianship, or power of attorney.
- **Neglect** - Refusal or failure by those responsible to provide food, shelter, health care or protection for a vulnerable elder. Neglect may also include failure of a person who has fiduciary responsibilities to provide care for an elder (e.g., pay for necessary home care services) or the failure on the part of an in-home service provider to provide necessary care. Neglect typically means the refusal or failure to provide an elderly person with basic life necessities (food, water, clothing, shelter, personal hygiene, medicine, etc.)
- **Abandonment** - The desertion of a vulnerable elder by anyone who has assumed the responsibility for care or custody of that person.

Eligible Applicants

To be eligible, an organization must provide direct services to crime victims or clients with issues directly related to being a victim of a crime. The organization must be operated by a state or nonprofit organization, or a combination thereof. Organizations that have divisions, sections or components that offer services to crime victims or clients that have been victims of crime but provide other services or functions, are eligible. For example, criminal justice agencies, religiously-affiliated organizations, hospitals and emergency medical facilities that perform a wide variety of functions but are capable of providing direct services to crime victims, are eligible.

Project Period

The awarded project period will be 24 months, with a projected start date of October 1, 2008. Budgets must reflect 24 months of project activity. Awarded projects that have successfully operated program may be eligible for a third year of funding (Please see “Process and Funding” section for more information).

Award Amounts

Applicants should carefully consider the resources needed to successfully implement and sustain the proposed projects. Proposed budgets should be realistic and accurately reflect project costs. The

maximum amount available for this project is \$170,000. Proposed projects may not exceed maximum amount.

Project Scope

The Elder Victim Advocate will be located in a housing complex that is owned/operated or financed by a PHA in Delaware. The Elderly Victim Advocate will perform outreach to victims, referrals and case management services easily accessible to elderly residents (*a portion of available funds have been calculated to support occupancy costs/rent in a residential building, and must be included in proposals; unless space is donated towards this project, and calculated towards the match*).

The goal of this program is to provide on-site services to elderly victims of crime. Services may include, but not be limited to, victim outreach, crisis counseling, continuing support and guidance, providing referrals to community services when appropriate, assisting with immediate safety/shelter needs, assisting elderly victims with access to supportive services (transportation, arrange on-site group counseling, or on-site individual counseling), providing assistance with reporting to law enforcement, providing assistance with filing criminal complaints or petition for Protection From Abuse (“PFA”) Orders, providing court accompaniment, providing court advocacy, assisting with arrangements to address any special needs when interacting with the criminal justice system (hearing and/or visual impairments), informing victims of available crime victims compensation and provide assistance with VCCB applications and process.

The Victim Advocate may perform outreach presentations to educate the public on the issue of elder abuse. The advocate may provide presentations to other service and/or law enforcement agencies for the purpose of establishing relationships with agencies and building referral base, and may provide presentations/training to collaborating PHA staff, or housing development, otherwise financed by a Housing Authority in Delaware.

Program Requirements

- ✓ Completion of the Criminal Justice Council Concept Form (Attached).
- ✓ Applicants must provide evidence of expertise and/or experience in providing direct services to elderly victims. Agencies new to the CJC subgrant process may be eligible if they can demonstrate that 35% of their financial support comes from non-federal sources.
- ✓ Ability to provide the required 25% match for programs. In-kind match may be utilized to satisfy this requirement.
- ✓ Program will be located within a housing development for the elderly that is owned/operated, or otherwise financed by a Housing Authority in Delaware. Budget must include calculation for “Occupancy Cost” of leased office space. The CJC will approve rates of \$20-\$25/square foot/month. (Example: if PHA facility will provide a 10ft x 10 ft office space at \$25/sq ft; an acceptable lease agreement would total \$2,500/month. This rate typically includes cost of electric, phone, etc.). If designated PHA agrees to “donate” space, this may be calculated as match; but documentation of proposed agreement must be included in proposal.
- ✓ Demonstrated ability to establish a client base (referral procedures) or documented current client base.
- ✓ Impose no income eligibility standards on individuals receiving assistance or services.

- ✓ Provide direct services to crime victims.
- ✓ Utilize at least one volunteer to accomplish program objectives.
- ✓ Promote, within the community served, coordinated public and private efforts to aid crime victims.
- ✓ Assist victims in seeking available crime victim compensation benefits (through the Violent Crimes Compensation Board).
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Process and Funding

The Victims Advisory Committee, with the assistance of Criminal Justice Council Staff, will review all concepts submitted by the due date. The Victims Advisory Committee seeks to make final recommendations to the CJC.

The funds are made available under the U.S. Department of Justice, Office for Victims of Crime, Victims of Crime Act-Victim Assistance Program. The crime victim assistance grant program was authorized by the Victims of Crime Act (VOCA) of 1984, as amended, Public Law 98-473, Title II to help ensure justice and healing for crime victims.

Up to approximately \$170,000 will be available to implement and operate this new program over a two year period. Third year funding will be considered if the program is successful and funds are available. Successful subgrantees may be eligible to compete for fourth year and beyond funding. However, programs will be required to pass certain additional minimal thresholds, including, but not necessarily limited to, demonstrated past program success and substantial efforts to secure alternative funding.

Concept papers should be concise and should not exceed eight (8) pages, including the budget pages. At a minimum, the submitted concept must include a cover sheet, project narrative, statement identifying collaboration with other agencies or entities, a preliminary budget with a budget narrative, and a list of other possible funding sources.

This packet includes a cover sheet and a Concept Paper Format that must be used. Please do not attach letters of support, brochures or other documents, except proposed lease agreement from the PHA designated in proposal, mentioned in Question H on page 5 of the Concept Form. Only letters verifying that the collaborating agency has agreed to cooperate and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

The CJC may require signed Memorandum of Understanding (“MOU”) with specific victim service agencies (such as Adult Protective Services and/or the Department of Justice. If required, this will be indicated during the application or award stage.

Review

Concepts that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 56

- ☐ Does the Concept address a priority area of the Committee and, if so, does it do so effectively? (0-5 points)
- ☐ Does the Concept address a federal priority area and, if so, does it do so effectively? (0-2 points)
- ☐ Does the Concept clearly describe the nature of the service: What, How, Where, and by whom it will be delivered? (0-10 points)
- ☐ Are the project objectives clear, achievable, and measurable? (0-10 points)
- ☐ Is the Concept based on research-based literature and or relevant information? (0-5 points)
- ☐ Interagency Collaboration: Are agencies identified and has contact been made? (0-5 points)
- ☐ Does the concept propose an evaluation strategy that will assess the impact and effectiveness of the project? (0-8 points)
- ☐ Is the budget reasonable: cost per service unit; are costs related to activities of the program; is the match identified and meets guidelines? (0-10 points)
- ☐ Agency has established history of providing services to victims in the priority areas. (1 point)

Completed concept papers must be received at the CJC Office no later than 5:00 p.m. on July 31, 2008—no exceptions will be made. Please mail your concept paper to Maureen Monagle, Criminal Justice Council, 820 N. French Street, Tenth Floor, Wilmington, Delaware 19801. If you have questions, please contact Maureen Monagle at (302) 577-8442, or via email at Maureen.Monagle@state.de.us